



WV Statewide Immunization Information Systems

(WVSIIS)

User Manual



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Introduction

The West Virginia Statewide Immunization Information Systems (WVSIS) is a real-time immunization registry system that provides immunization data to improve the health of children and the entire community. WVSIS provides easy access to consolidated patient immunization records, obtains a history of patient immunizations, generates reminder notices on due, overdue, or invalid immunizations, prints a completed official Immunization Certificate of Compliance (Form 121), provides vaccine inventory management, and generates doses administered and immunization assessment reports.

Privacy Note

To receive the COVID-19 vaccine, personally identifiable information (PII) and protected health information (PHI) will be entered into WVSIS. PII is any data that could potentially identify an individual. PHI includes demographic information and relates to the individual's past, present, or future physical or mental health or condition. WVSIS complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. For more information about HIPAA visit:

<https://www.cdc.gov/php/publications/topic/hipaa.html>

How to use this manual

This manual is to be used by the staff to register, notify, find, and filter vaccination patients. This manual will assist you to better understand and manipulate WVSIS. In this guide, you will find step by step instructions along with images of the screens to assist you while operating WVSIS.

Disclaimer

The content contained in WVSIS training materials is provided only for educational and informational purposes for the users in West Virginia. West Virginia attempts to ensure that content is accurate and obtained from reliable sources but does not represent it to be error-free. West Virginia does not warrant that any functions on the WVSIS website will be uninterrupted, that defects will be corrected, or that the website will be free from viruses or other harmful components. Any links to third party information on the website are provided as a courtesy and do not constitute an endorsement of those materials or the third party providing them.



Navigating WVSIS

Throughout the application, you will utilize these functionalities:

To access WVSIS, visit: <https://www.wvimm.org/wvsis/>

	<p>Menu Bar</p> <p>The Menu Bar is visible on the left side of the screen and allows you to move between screens. Click the blue menu item to view more options.</p>
	<p>Required Fields</p> <p>Required fields are indicated by red letters or a red highlight. These functions need to be completed before moving on.</p>
	<p>Buttons</p> <p>Buttons will allow you to start, update, advance, clear and complete tasks.</p>

Tables

Tables allow you to sort and filter information. You can view details by clicking the links in each row. You can also filter the columns by clicking on the table headers.

Search

Search allows you to enter information to find a patient's record.

Arrows

Arrows appear when more information is available than visible on the screen. Use the arrows to navigate between the search results.




Entering Data

Case Sensitivity	The application is not case-sensitive, and data is stored in capital (uppercase) letters.
Dates	The date fields use the forward slash (/) between month, day, and year. Dates can be entered in the following formats: <ul style="list-style-type: none">○ mmddyyyy○ mmddy
Social Security Number	The social security number is stored with the dash (-). You may enter the numbers without dashes. SSN's can be entered in the following formats: <ul style="list-style-type: none">○ 123456789○ 123-45-6789
Phone and Fax Number	The phone and fax numbers are stored with parenthesis () for the area code and a dash (-) between the three digit prefix and four digit suffix. You may enter phone and fax numbers without the dashes and parenthesis: <ul style="list-style-type: none">○ 3041231234○ (304)123-1234
Zip Codes	The zip code is stored with a dash (-) if the entire 9-digit number is entered. Zip codes can be entered as 5-digits or 9-digits without the dash(es): <ul style="list-style-type: none">○ 11111○ 111111111○ 11111-1111



Home Screen

You will see the menu bar on the left side of the Home screen. The menu bar contains links to various screens and websites. The Home screen also contains links to Useful Tools and Valuable Links.



Logged in:

Organization/Facility:

Facility Display Name:

Date:

Welcome to the West Virginia Statewide Immunization Information System (WVSIIIS) Web Application

This web application allows enrolled users to conveniently search for patients in the WVSIIIS Central Registry and to view the patients' vaccination record. In addition, authorized users can add and edit patient records and vaccination records, as well as maintain facility, physician, and lot number data.

Main

Home

Logout

Select Organization

Select Facility

Select Pin

Document Center

Help

Message

Favorites

Patient

Vaccinations

Organization

Physicians & Vaccinators

Lot Numbers

Orders/Transfers

Reports

Settings

Reminder/Recall

Exports

Scheduled Reports

Job Queue

Change Password

FAQs

Answers

Useful Tools

- [West Virginia Meaningful Use Guide](#)
- [West Virginia HL7 Guide](#)
- [New User enrollment form](#)

Valuable Links

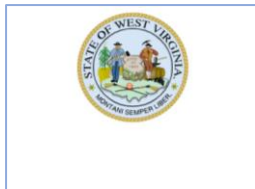
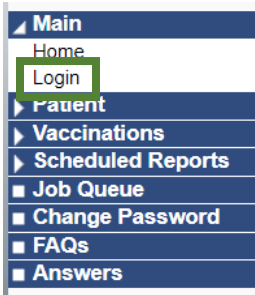
- [West Virginia Immunization information](#)
- [Lookup county by zip](#)
- [Visit the American Immunization Registry Association homepage.](#)
- [Get the latest VIS statements from the Immunization Action Coalition homepage](#)
- [For the latest Immunization Schedule and more visit the CDC website.](#)
- [Vaccine VAERS reporting portal](#)

Useful Tools	Valuable Links
<p>West Virginia Meaningful Use Guide</p> <p>Provides information for electronic submissions.</p>	<p>West Virginia Immunization Information</p> <p>Provides access to the WV Division of Immunization Services webpage and provides links to vaccine information.</p>
<p>West Virginia HL7 Guide</p>	<p>Lookup county by zip</p> <p>Allows you to enter a zip code, city and/or state to provide city and zip code information.</p>
<p>New User Enrollment Form</p> <p>This form will get you access to WVSIIIS. Complete this form and submit the form to the department listed in the form. The form can be found in the Appendix of this guide.</p>	<p>American Immunization Registry Association</p>
	<p>Immunization Action Coalition</p> <p>Provides materials for healthcare professionals and the public that enhance the delivery of safe and effective immunization services</p>
	<p>CDC</p> <p>Directs you to the Vaccines and Immunizations information page</p>
	<p>VAERS reporting</p> <p>Directs you to the Vaccine Adverse Event Reporting System page to Report an Adverse Event.</p>



Log In

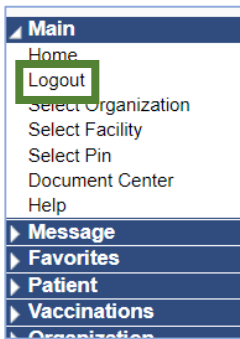
Follow the steps below to access your WVSIS account.



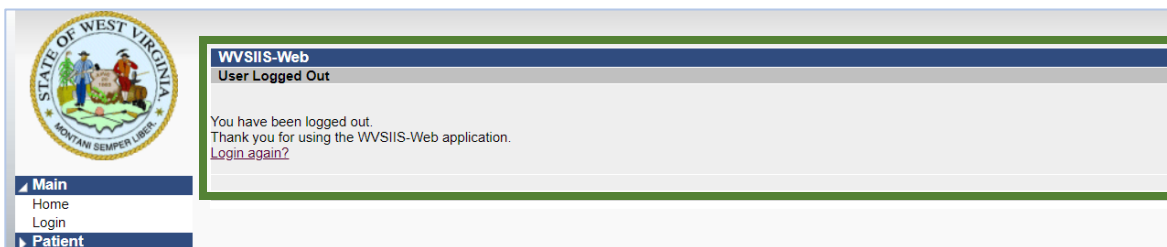
1. Click **Login**, located under the **Main** blue tab.
2. Enter your username.
 - a. The username is created when your **New User Enrollment Form** is approved.
 - b. The **New User Enrollment Form** can be found in the Appendix of this document.
3. Enter the temporary password provided. You will be prompted to change your password upon initial log in.
4. Click **Log In**.
 - a. If you are associated with more than one **Facility**, you will need to choose the **Facility** and click **Submit**.
5. Once logged in, you may see a pop-up **Message of the Day**.
 - a. The **Message of the Day** will contain updates pertaining to vaccination or provider information.
6. Review the contents of the pop-up.
7. Click **Ok**.

Log Out

When you have completed your tasks for a patient or record, you should log out.



1. Click **Logout**, located under the **Main** blue tab.
2. Click **Ok** to confirm you are closing the application.
3. You will get a confirmation screen informing you were logged out successfully.





Search, Add, View and Edit a Patient's Record

You can search, add, view, and edit a patient's record from the left side menu bar. You must search for a patient's record prior to adding or editing a patient's information.

- ▶ Main
- ▶ Favorites
- ▶ Patient
 - Search/Add
 - Demographics
 - Remote Registry
 - Manage Population
- ▶ Vaccinations
- ▶ Organization
- ▶ Physicians & Vaccinators
- ▶ Orders/Transfers
- ▶ Reports
- ▶ Settings
- ▶ Reminder/Recall
- ▶ Scheduled Reports
- Job Queue
- Change Password
- FAQs
- Answers

To **Search/Add** a patient's record:

1. Click the **Patient** blue tab.
2. Click **Search/Add**.
3. You can enter a combination of the patient's information to search. The more information you enter, the greater chance you are to find the patient.
 - a. You can enter one letter in the First and Last Name fields. However, you will need to add one other completed field.
4. Once you have entered the search criteria, click **Search**.
5. If the patient doesn't exist in the search results, click the **Check here if adding a new patient** box.

Patient Search		Click here to use the 'advanced' search	
First Name or Initial:	<input type="text" value="s"/>	ID:	<input type="text"/>
Last Name or Initial:	<input type="text" value="s"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text" value="mm/dd/yyyy"/>	Chart Number:	<input type="text"/>
Family and Address Information:			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text" value="Select..."/>
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>
Country:	<input type="text" value="United States"/>		

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

Check here if adding a new patient.

Clear Search

6. When you select the **Check here if adding a new patient** box, you will see field headers change to red to indicate the fields that need to be completed to add the new patient.

Patient Search		Click here to use the 'advanced' search	
First Name or Initial:	<input type="text"/>	ID:	<input type="text"/>
Last Name or Initial:	<input type="text"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text" value="mm/dd/yyyy"/>	Chart Number:	<input type="text"/>
Family and Address Information:			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text" value="WV"/>
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>
Country:	<input type="text" value="United States"/>		

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

Check here if adding a new patient.

(Required fields are highlighted)

Clear Search

Patient Search Results	
Records Found = 0	Search Criteria: Advanced Search - Add / Edit / View
Show <input type="text" value="10"/> entries	Search: <input type="text"/>
First Name ▲ Middle Name ◆ Last Name ◆ Birth Date ◆ City ◆ Grd First Name ◆ Grd Last Name ◆	No data available in table
Showing 0 to 0 of 0 entries	
Before adding, check to make sure the patient you want to add is not listed above or not pending manual review.	
<input type="button" value="Add Patient"/>	

7. Enter the required fields and click **Add Patient**.



8. You are taken to the **Patient Demographic Edit** screen.

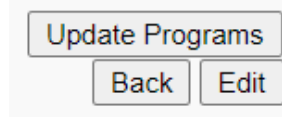
9. Review the entered information.
10. Add the additional required fields.
 - a. When adding the **Address** and **Phone Number**, click the **Primary** button and then **Save**.
11. You may also enter additional information that is not required.
12. You can expand the screen to display additional fields if you click the blue + symbol beside the demographic title.
13. Once all information is entered, click **Save**.
 - a. Depending on the information provided, you may be required to enter additional fields for a minor patient. You will be notified with a red message at the top of the screen.
14. You will be taken to the **Patient Demographics** screen.

To **View** or **Edit** a current patient record:

1. Follow steps 1-4 above to **Search/Add** a patient's record.
2. The results will display at the bottom of the screen in the **Pateint Search Results** table.

First Name	Middle Name	Last Name	Birth Date	City	Grd First Name	Grd Last Name
KISKA		SMITH	01/01/2001	HUNTINGTON	TIFFANY	SMITH

3. Click on the patient's name. You will be taken to the **Patient Demographics** screen.
4. The patient's demographic information is displayed on the screen.
5. From this screen, you can **Edit** the patient record, **Update Programs**, or click **Back** to return to the **Patient Search** screen.



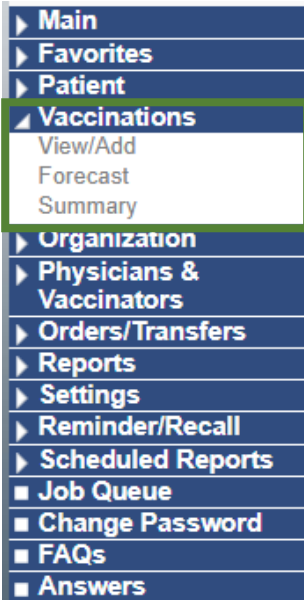


- a. **Update Programs** will take you to the **Patient Programs Add/Remove** screen. On this screen you will see three rows. You will need to add a program before you can edit or remove a program.
- b. **Edit** will take you back to the **Patient Demographic Edit** screen. You can edit the entered fields.
- c. **Back** will take you to the **Patient Search** screen. The search results you found will still be displayed.



Entering Present or Historical Vaccinations

To enable the Vaccinations options in the menu bar, you must first view a patient’s record. If a patient’s record is inactive, you are unable to enter Vaccinations for that record. Historical vaccinations refer to vaccinations entered by a facility or vaccinator who did not administer the vaccine. More than one vaccination from the same vaccine family cannot be entered on the same date. If you enter more than one vaccine in the same family on the same day, you will see a red x beside the date.



To enter a **Present Vaccination**:

1. Follow steps 1-4 in the **Add/Search** section of this guide to search for a patient.
2. Click on the patient’s name to view their **Patient Demographics**.
3. You will see **Vaccinations** is now enabled in the menu bar.
4. Click **View/Add**.
5. You are taken to the **Vaccination View/Add** screen.
6. You will see **Patient** information, **Vaccine Forecast**, and **Vaccine View/Add**.

Patient
 Name: KISKA SMITH SIIS Patient ID: 2053037
 Date of Birth: 01/01/2001 Age: 20 yrs
 Guardian: TIFFANY Organization Level Status: Active

Vaccination Forecast
 The forecast automatically switches to the catch-up schedule when a patient is behind schedule.

Vaccine Group	Forecasted Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status
HEP-B 3 DOSE	1	01/01/2001	01/01/2001	01/28/2001	Past Due
HEP-A	1	01/01/2002	01/01/2002	01/01/2003	Past Due
MMR	1	01/01/2002	01/01/2002	05/28/2002	Past Due
VARICELLA	1	01/01/2002	01/01/2002	05/01/2002	Past Due
Tdap	1	01/01/2008	01/01/2008	01/01/2008	Past Due
HPV	1	01/01/2010	01/01/2010	01/28/2014	Past Due
MENINGOCOCCAL	1	01/01/2012	01/01/2012	01/28/2014	Past Due
MENINGOCOCCAL B, OMV	1	01/01/2017	01/01/2011	01/31/2017	Past Due
MENINGOCOCCAL B, RECOMBINANT	1	01/01/2017	01/01/2011	01/31/2017	Past Due
FLU	1	07/01/2020	07/01/2020	07/28/2020	Past Due
Coronavirus (SARS-CoV-2)(COVID-19)	1	12/12/2020	12/12/2020	01/08/2021	Past Due

Vaccination View/Add
 (* - Historicals # - Adverse Reaction ! - Warning ! - Warning ! - Warning ^ - Compromised Vaccination)
 Documented By: [dropdown]
 Double-click in any date field below to enter the default date: 03/09/2021

Vaccine	1	2	3	4	5	6
DTaP						
DTaP-Hep B-IPV						
DTaP-IPV						
DTaP-Hib-IPV						
Hep A, ped/adol, 2 dose						

7. To add a vaccination, find the vaccine in the list displayed on the screen or use the drop down list at the bottom of the screen to locate the vaccine.

influenza, live, intranasal [input]
 HepB (recombinant), CpG adjuvanted [input]
 COVID-19, mRNA, LNP-S, PF, 100 mcg/ [dropdown]
 --select-- [dropdown]

8. In the first column, or the next available column associated with that vaccine enter the date the vaccine was administered.
 - a. You can double click in the box and today’s date will be entered.

Double-click in any date field below to enter the default date: 03/09/2021

Vaccine	1	2	3	4	5	6
DTaP	03/09/2021					
DTaP-Hep B-IPV						



- Once you enter the date, move to the bottom of the screen and click **Add Administration**.

- You are taken to the **Vaccination Detail Add** screen.
- Enter any additional fields associated to the vaccine.
- Click **Save**.

Patient

Name: KISKA SMITH SIDS Patient ID: 2053037
 Date of Birth: 01/01/2001 Age: 20 yrs
 Guardian: TIFFANY Organization Level Status: Active

VACCINATION Detail Add

Vaccine 1: DTaP
Date Administered: 03/09/2021
Historical: YES NO [Click to select](#)
 Manufacturer:
 Lot Number:
 Lot Facility:
 Funding Source:
 Provider Noted on Record:
 Lot Noted on Record:
 Manufacturer Noted on Record:
 Facility:
 Vaccinator:
 Anatomical Site:
 Anatomical Route:
 Dose Size:
 Volume (CC):
 VFC Status:
 District/Region:
 VIS Publications Dates: 1. 2. 3. 4.
 Date VIS Form Given: 03/09/2021
 Ordering Provider:
 Comments:

- You are returned to the **Vaccination View/Add** screen.
- You will see the vaccination and date are entered and the date is a blue hyperlink.

Enter a **Historical** Vaccination:

- Add/Search** for a patient.
- Click on the patient's name to view their **Patient Demographics**.
- You will see **Vaccinations** is now enabled in the menu bar.
- Click **View/Add**.
- You are taken to the **Vaccination View/Add** screen.
- To add a historical vaccination, find the vaccine in the list displayed on the screen or use the drop down list at the bottom of the screen to locate the vaccine.
- Enter the date the vaccine was administered.
- Click **Add Historicals**.

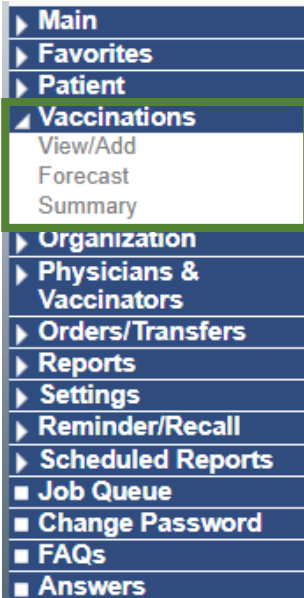
- The date will be entered beside the vaccine with a red asterisk to indicate it was added historically.

Vaccine	1	2	3	4	5	6
DTaP	03/09/2021					
DTaP-Hep B-IPV	03/09/2021 *					
DTaP-IPV						



Enter Double, Full, Half, or Triple Vaccinations

To enable the Vaccinations options in the menu bar, you must first view a patient's record. If a patient's record is inactive, you are unable to enter Vaccinations for that record. If you enter more than one vaccine in the same family on the same day, you will see a red x beside the date.



To enter a **Present Vaccination**:

1. Follow steps 1-4 in the **Add/Search** section of this guide to search for a patient.
2. Click on the patient's name to view their **Patient Demographics**.
3. You will see **Vaccinations** is now enabled in the menu bar.
4. Click **View/Add**.
5. You are taken to the **Vaccination View/Add** screen.
6. You will see **Patient** information, **Vaccine Forecast**, and **Vaccine View/Add**.

Patient						
Name:	KISKA SMITH	SIIS Patient ID:	2053037			
Date of Birth:	01/01/2001	Age:	20 yrs			
Guardian:	TIFFANY	Organization Level Status:	Active			
Vaccination Forecast						
The forecast automatically switches to the catch-up schedule when a patient is behind schedule.						
Vaccine Group	Forecasted Dose	Recommended Date	Minimum Valid Date	Overdue Date	Status	
HEP-B 3 DOSE	1	01/01/2001	01/01/2001	01/28/2001	Past Due	
HEP-A	1	01/01/2002	01/01/2002	01/01/2003	Past Due	
MMR	1	01/01/2002	01/01/2002	05/28/2002	Past Due	
VARICELLA	1	01/01/2002	01/01/2002	05/01/2002	Past Due	
Tdap	1	01/01/2008	01/01/2008	01/01/2008	Past Due	
HPV	1	01/01/2012	01/01/2010	01/28/2014	Past Due	
MENINGOCOCCAL	1	01/01/2012	01/01/2012	01/28/2014	Past Due	
MENINGOCOCCAL B, OMV	1	01/01/2017	01/01/2011	01/31/2017	Past Due	
MENINGOCOCCAL B, RECOMBINANT	1	01/01/2017	01/01/2011	01/31/2017	Past Due	
FLU	1	07/01/2020	07/01/2020	07/28/2020	Past Due	
Coronavirus (SARS-CoV-2)(COVID-19)	1	12/12/2020	12/12/2020	01/08/2021	Past Due	

7. To add a vaccination, find the vaccine in the list displayed on the screen or use the drop down list at the bottom of the screen to locate the vaccine.

8. In the first column, or the next available column associated with that vaccine enter the date the vaccine was administered.
 - a. You can double click in the box and today's date will be entered.



9. Once you enter the date, move to the bottom of the screen, and click **Add Administration**.

The screenshot shows a web interface with several buttons: 'Add Administered' (highlighted with a green box), 'Clear', 'Add Historicals', 'Special Considerations', and 'Deferrals'. Below the buttons is a line of text: 'If a combination vaccine is marked with a 'X', please verify which components of the vaccine are outside the ACIP schedule by viewing the Vaccination Summary.'

- 10. You are taken to the **Vaccination Detail Add** screen.
- 11. Use the **Dose Size** drop down menu to select, either **Double**, **Full**, **Half**, or **Triple**.
- 12. Click **Save**.
- 13. You will see a red message at the top of the screen.
- 14. Verify the **Half Dose** is still selected in the **Dose** drop down menu.
- 15. Click **Save** again.

The screenshot shows the 'Vaccination Detail Add' form for a patient named KISKA SMITH. The form includes fields for Date of Birth (01/01/2001), Guardian (TIFFANY), and Organization Level Status (Active). The 'Vaccine 1' section is set to DTap. The 'Date Administered' is 03/09/2021. The 'Historical' section has radio buttons for YES and NO, with NO selected. The 'Dose Size' dropdown menu is highlighted with a yellow box and set to 'Full'. The 'Save' button is highlighted with a green box.

- 16. You are returned to the **Vaccination View/Add** screen.
- 17. You will see the vaccination and date are entered and the date is a blue hyperlink.

NOTE: If you look at your inventory, you will see a half dose was decremented from your inventory.

COVID-19 mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose (Moderna) COVID-	10	12/23/2021	299.5	0.0	--No Category Required--	--No Reason Required--	PAN	<input type="checkbox"/>	+
---	----	------------	-------	-----	--------------------------	------------------------	-----	--------------------------	---



Editing or Deleting Vaccinations

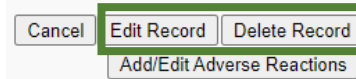
Your WVSIS access determines your ability to edit or delete vaccinations. You can only edit or delete the vaccinations administered in your Immunization Recording Management System (IRMS). You cannot undo a vaccine deletion.

- ▶ Main
- ▶ Favorites
- ▶ Patient
- ▶ Vaccinations
 - View/Add
 - Forecast
 - Summary
- ▶ Organization
- ▶ Physicians & Vaccinators
- ▶ Orders/Transfers
- ▶ Reports
- ▶ Settings
- ▶ Reminder/Recall
- ▶ Scheduled Reports
- Job Queue
- Change Password
- FAQs
- Answers

1. Follow steps 1-4 in the **Add/Search** section of this guide to search for a patient.
2. Click on the patient's name to view their **Patient Demographics**.
3. You will see **Vaccinations** is now enabled in the menu bar.
4. Click **View/Add**.
5. You are taken to the **Vaccination View/Add** screen.
6. Find the vaccination you wish to **Edit** or **Delete**.
7. Locate the blue hyperlink date of the vaccine you wish to delete.

Vaccine	1	2	3	4	5	6
DTaP	03/09/2021					
DTaP-Hep B-IPV	03/09/2021					
DTaP-IPV						

8. Click on the blue hyperlink date.
9. You are taken to the **Vaccination/Medical Detail** screen.
10. Scroll to the bottom of the screen and choose **Edit Record** or **Delete Record**.



To Edit a vaccine:

1. Choose **Edit Record**.
2. You are taken to the **Vaccination Detail Edit** screen.
3. Edit the vaccination details on the screen.
4. Click **Submit Changes**.
5. You are returned to the **Vaccination/Medical Detail** screen.

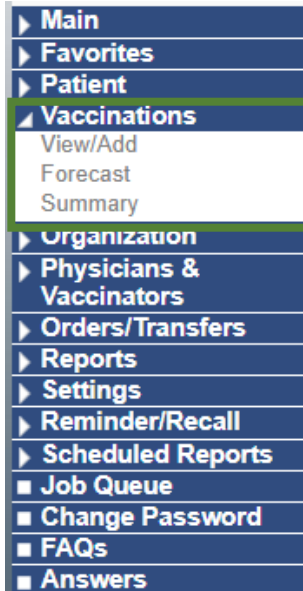
To Delete a vaccine:

1. Choose **Delete Record**.
2. You are taken to the **Vaccination Detail** screen.
3. Click **Delete Record**.
4. You are returned to the **Vaccination/Medical Detail** screen.

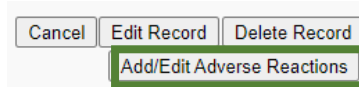


Add or Edit Adverse Reactions

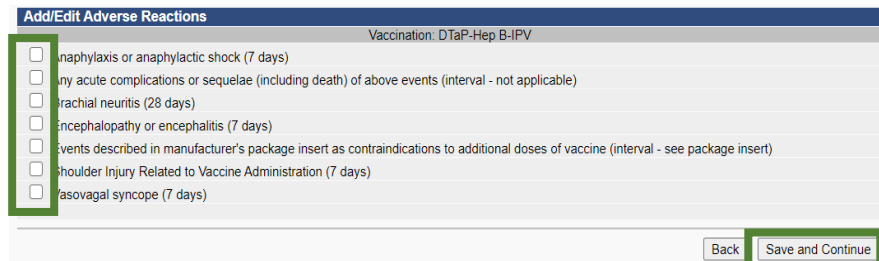
You can add or update a vaccine to include adverse reactions. Follow the steps below to add or edit adverse reactions.



1. **Add** or **Search** for a patient.
2. Click on the patient's name to view their **Patient Demographics**.
3. You will see **Vaccinations** is now enabled in the menu bar.
4. Click **View/Add**.
5. You are taken to the **Vaccination View/Add** screen.
6. Find the vaccination you wish to add or an adverse reaction.
7. Locate the blue hyperlink date of the vaccine you wish to delete.
8. Click on the blue hyperlink date.
9. You are taken to the **Vaccination/Medical Detail** screen.
10. Scroll to the bottom of the screen and choose **Add/Edit Adverse Reactions**.



11. You are taken to the **Add/Edit Adverse Reactions** screen.
12. Click or uncheck the check box beside the adverse reaction. The adverse reactions displayed will depend on the contents of the patient's record.
13. When all the adverse reactions are selected or unselected, click **Save and Continue**.



14. You are taken to the **Vaccination/Medicine Detail** screen.
15. You will see a message at the top of the screen informing you about report the adverse reaction to the Vaccine Adverse Events Reporting System (VAERS). Click the blue link to electronically report the adverse reaction.



Add Physicians and Vaccinators

Add a physician or vaccinator to provide access to enter vaccinations and view records.

- ▶ Main
- ▶ Favorites
- ▶ Patient
- ▶ Vaccinations
- ▶ Organization
- ▶ **Physicians & Vaccinators**
 - Search/Add
 - Search Results
 - Detail
- ▶ Orders/Transfers
- ▶ Reports
- ▶ Settings
- ▶ Reminder/Recall
- ▶ Scheduled Reports
- Job Queue
- Change Password
- FAQs
- Answers

1. Click the **Physicians & Vaccinators** blue tab.
2. Click **Search/Add**.
3. You must search for an individual before you add them into WVSIIS.
4. Choose the **Type** of individual: **Physician, Vaccinator or Physician and Vaccinator**.
5. Enter at least one letter of the **Physician/Vaccinator Last Name**.
 - a. You may enter the remainder of the fields to minimize results, but they are not required for a search.
6. Click **Search**.

Physician/Vaccinator Maintenance
Search/Add Physician or Vaccinator - Search Required Before Adding

Type --select--

Physician/Vaccinator Last Name: [text input]

Organization FAUX WHEELING CLINIC, (69735)

Organization Group --select--

Do Not Limit

Facility --select--

Do Not Limit

PIN --select--

Search

7. If the Physician or Vaccinator exists, they will appear in the table below. If they do not exist, click **Add** under the table. You are taken to the **Physician/Vaccinator Maintenance [Add]** screen.

Search Results

Show 10 entries

Select	First Name	Middle Name	Last Name	Title	Inactive	Type
No data available in table						

Showing 0 to 0 of 0 entries

Add

8. Enter the required fields: **First Name, Last Name, Organization, and Type**.
9. Click **Save**.

Physician/Vaccinator Maintenance [Add]

First Name: [text input]

Middle Name: [text input]

Last Name: [text input]

Title: --none--

Specialty: --none--

SSN: [text input]

BOMEX: [text input]

DO: [text input]

Medicaid PIN: [text input]

Medicaid Group: [text input]

NPI: [text input]

Medical License Number: [text input]

Terminal Distributor's License: [text input]

Other Provider Id: [text input]

Organization: FAUX WHEELING CLINIC, (69735)

Facility: --select--

Phone Number: [text input]

Phone Number Extension: [text input]

Fax Number: [text input]

Email: [text input]

District/Region: [text input]

Inactive:

Automatic Ownership Blocked:

Comments: [text input]

Provider Tax ID: [text input]

Type: PHYSICIAN AND VACCINATOR

Cancel Save

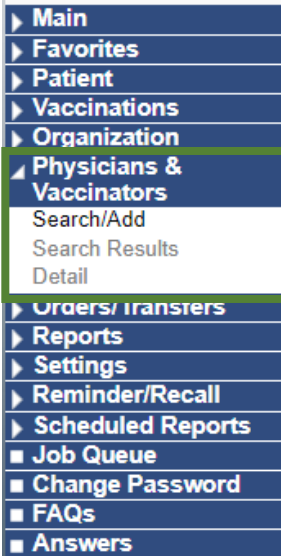
10. You will receive a red success notification.

Physician/Vaccinator successfully added.



Edit Physicians and Vaccinators

You can add or edit information for an existing Physician or Vaccinator. If you have access to the WVSIIIS registry system, you are able to update physician and vaccinator records. To add Physicians or Vaccinators to more than one organization, a Provider Enrollment Form will need to be completed for each Organization. The Provider Enrollment form is located in the Appendix of this document.



1. Click the **Physicians & Vaccinators** blue tab.
2. Click **Search/Add**.
3. Choose the **Type** of individual: **Physician, Vaccinator** or **Physician and Vaccinator**.
4. Enter at least one letter of the **Physician/Vaccinator Last Name**.
 - a. You may enter the remainder of the fields to minimize results, but they are not required for a search.
5. Click **Search**.

Physician/Vaccinator Maintenance.
Search/Add Physician or Vaccinator - Search Required Before Adding

Type
 Physician/Vaccinator Last Name: [highlighted]
 Organization: PAUX WHEELING CLINIC, (69735)
 Organization Group
 Do Not Limit
 Facility
 Do Not Limit
 PIN

[highlighted] Search

Search Results						
Select	First Name	Middle Name	Last Name	Title	Inactive	Type

6. You will see the results in the table below.
7. Click the arrow to view the user's information.

Search Results

Show 10 entries

Select	First Name	Middle Name	Last Name	Title	Inactive	Type
[highlighted]	SALLY		SMITH			B

Showing 1 to 1 of 1 entries

Add

8. You are taken to the **Physician/Vaccinator Maintenance [Detail]** screen.
9. Click **Edit** on the bottom right.
10. The fields are opened to add or update information.
11. Once complete, click **Save**.
12. You will receive a red success notification.



Lot Numbers

In the Lot Numbers section, you can reconcile your inventory, search or add inventory, view search results and view inventory details.

- ▶ Main
- ▶ Message
- ▶ Favorites
- ▶ Patient
- ▶ Vaccinations
- ▶ Organization
- ▶ Physicians & Vaccinators
- ▶ **Lot Numbers**
 - Reconciliation
 - Search/Add
 - Search Results
 - Detail
- ▶ Orders/Transfers
- ▶ Reports
- ▶ Settings
- ▶ Reminder/Recall
- ▶ Exports
- ▶ Scheduled Reports
- Job Queue
- Change Password
- FAQs
- Answers

To Reconcile Inventory:

1. Click the **Lot Numbers** blue tab.
2. Click **Reconciliation**.
3. You will be taken to the **Reconcile Inventory** screen.
4. You will see all inventory for your clinic.
5. Vaccines that are **Yellow** will expire in 30 days or less.
6. Vaccines that are **Red** are expired.

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
DTaP	49TM3	05/28/2022	9		0.0	--No Category Required	--No Reason Required--	PUB	<input type="checkbox"/>	+
DTaP	J947T	05/30/2021	8		0.0	--No Category Required	--No Reason Required--	PRVT	<input type="checkbox"/>	+
DTaP-Hep B-IPV	2AJ32	09/02/2022	10		0.0	--No Category Required	--No Reason Required--	PRVT	<input type="checkbox"/>	+
DTaP-Hep B-IPV	2KD4D	05/08/2022	10		0.0	--No Category Required	--No Reason Required--	PUB	<input type="checkbox"/>	+
DTaP-Hep B-IPV	47CX9	05/29/2022	10		0.0	--No Category Required	--No Reason Required--	PUB	<input type="checkbox"/>	+
DTaP-Hep B-IPV	53HA4	03/26/2021	9		0.0	--No Category Required	--No Reason Required--	PRVT	<input type="checkbox"/>	+
DTaP-Hep B-IPV	74FN7	03/01/2021	2		0.0	--No Category Required	--No Reason Required--	PUB	<input type="checkbox"/>	+
DTaP-Hib-IPV	UJ220AAA	06/01/2021	3		0.0	--No Category Required	--No Reason Required--	PUB	<input type="checkbox"/>	+

7. Enter the total amount of on hand inventory in the **Physical Inventory** field.
8. If you have a **Physical Inventory** of zero, enter **0** (zero) in the Physical Inventory field and click the checkbox to make the lot number inactive.
 - ❖ To **Deactivate a Lot Number** enter **0** (zero) in the Physical Inventory field.
 - ❖ You can update the Physical Inventory at any time. Click **Save** to save your inventory levels. Clicking **Submit Monthly Inventory** will allow you to order inventory.
 - ❖ If there is no discrepancy between the **Quantity on Hand** and **Physical Inventory**, you still need to enter the total on hand in the Physical Inventory field.
9. Use the drop-down buttons to choose the **Category** and **Reason**. If more than one reason exists for the adjustment, click **+** (**Add Row**).
10. You can only order additional vaccines when you click **Submit Monthly Inventory**.

Inventory Last Submitted: 02/01/2021

Print | Recal | Save

Submit Monthly Inventory

Legend

- Public Lots
- Private Lots
- Expired Vaccines
- Expires in 30 days or less

11. The **Inventory Last Submitted** date will be updated to the current date.
12. You can now order additional vaccines.



To Search/Add Vaccines:

1. Click the **Lot Numbers** blue tab.
2. Click **Search/Add**.
3. You are taken to the **Lot Number Maintenance** screen.

The screenshot shows the 'Lot Number Maintenance' interface. At the top, there is a search bar with the text 'Search/Add Lot Number - Search Required Before Adding'. Below this are three dropdown menus for 'Vaccine', 'Manufacturer', and 'Lot Number'. The 'Facility' is set to 'CABELL-HUNTINGTON HEALTH DEPARTMENT'. There are also dropdowns for 'Inactive' (set to 'All') and 'Inactive Reason'. A 'Clear' button and a 'Search' button are located at the bottom right of the form.

4. Enter the name of the **Vaccine, Manufacturer, or Lot Number**.
The more fields entered will improve your search results.
5. Click **Search**.
6. The **Search Results** will appear at the bottom of the screen.

The screenshot shows the 'Search Results' page. At the top, it says 'Show 10 entries'. Below is a table with the following data:

Facility	Manufacturer	Lot Number	Vaccine	Funding Source	Exp. Date	Inactive
CABELL-HUNTINGTON HEALTH DEPARTMENT	SANOPI PASTEUR	C5643CA	DTaP	PUB	07/17/2021	

Below the table, it says 'Showing 1 to 1 of 1 entries'. There is an 'Add' button at the bottom right. A legend indicates that red boxes represent 'Expired Vaccines' and yellow boxes represent 'Expires in 30 days or less'. A note box is also present, stating: 'NOTE: Before you add a lot, please make sure your Organization/Facility does not have any outstanding Inbound Transfers. To review Transfers navigate to **Orders/Transfers > Create/View Orders > Inbound Transfers**. If there are Inbound Transfers please receive them.'

7. The soon to expire and expired vaccines will display in yellow and red.
8. When you search for a vaccine, you will see a message informing you to ensure you don't have outstanding **Inbound Transfers**.
 - ❖ Review **Inbound Transfer**, in this guide, to verify vaccine transfers.
9. To add the vaccine, click the **Add** button.

The screenshot shows a note box with the following text: 'NOTE: Before you add a lot, please make sure your Organization/Facility does not have any outstanding Inbound Transfers. To review Transfers navigate to **Orders/Transfers > Create/View Orders > Inbound Transfers**. If there are Inbound Transfers please receive them.'



10. You are taken to the **Lot Number Maintenance [Add]** screen.
11. Enter the required fields, indicated in red.

Lot Number Maintenance [Add]	
Manufacturer:	--select--
Vaccine:	DTaP
Lot Number:	
Facility:	CABELL-HUNTINGTON HEALTH DEPARTMENT
Expiration Date:	mm/dd/yyyy
Funding Source:	--select--
Reason Categories:	--All Categories--
Reason for Change:	--select--
Date of Transaction:	03/12/2021
Number of Doses Added:	
Product:	--select--
NDC Number:	--select--
VFC PIN of other party (if applicable):	
<input type="button" value="Cancel"/> <input type="button" value="Add"/>	

12. Click **Add**.

To View Vaccine Details:

1. Follow steps 1-6 in the **Search/Add** section of this manual.
2. Find the vaccine in the **Search Results** table.

Search Results						
Show 10 entries						Search:
Facility	Manufacturer	Lot Number	Vaccine	Funding Source	Exp. Date	Inactive
CABELL-HUNTINGTON HEALTH DEPARTMENT	SANOFI PASTEUR	C5611AA	DTaP	PUB	04/03/2021	
CABELL-HUNTINGTON HEALTH DEPARTMENT	SANOFI PASTEUR	C5611BA	DTaP	PUB	04/03/2021	
CABELL-HUNTINGTON HEALTH DEPARTMENT	SANOFI PASTEUR	C5643CA	DTaP	PUB	07/17/2021	

3. Click on the name of the vaccine to view the vaccine details.
4. You will be taken to the **Lot Number Maintenance [Detail]** screen.

Lot Number Maintenance [Detail]	
Manufacturer:	SANOFI PASTEUR
Vaccine:	DTaP
Lot Number Code:	356973
Lot Number:	C5611AA
Facility:	CABELL-HUNTINGTON HEALTH DEPARTMENT
Doses Used:	0
Doses Wasted and Returned:	0
Doses Wasted and Disposed:	0
Doses Available:	10
Doses Total:	10
Expiration Date:	04/03/2021
Funding Source:	PUB
Product:	DAPTACEL/PMC/10 X 1 DOSE VIAL
NDC Number:	(49281-0286-10)
Inactive:	
Inactive Reason:	
<input type="button" value="Back"/> <input type="button" value="Edit"/>	
<input type="button" value="View Lot Log"/>	
<input type="button" value="View Offsite Log"/>	

5. Click **Back** to return to the Search/Add screen.



Orders/Transfers

The orders and transfers function monitors vaccine inventory, places vaccine orders and allows transfers. When ordering vaccines, you must order by the number of doses being requested.

▶ Main
▶ Message
▶ Favorites
▶ Patient
▶ Vaccinations
▶ Organization
▶ Physicians & Vaccinators
▶ Lot Numbers
▶ Orders/Transfers
Alerts
Create/View Orders
Search History
Modify Order Set
Cold Storage
▶ Reports
▶ Settings
▶ Reminder/Recall
▶ Exports
▶ Scheduled Reports
■ Job Queue
■ Change Password
■ FAQs
■ Answers

View Alerts:

1. Click the **Orders/Transfer** blue tab.
2. Click **Alerts**.
3. You will be taken to the **Inventory Order Details** screen.

Inventory Order Details					
Inventory That Has Expired Or About to Expire					
Vaccine	Funding Source	Lot Number	QOH	Expiration Date	
IPV	PUB	R1B252M	9	03/13/2021	
MMR	PUB	S013536	6	05/02/2021	
varicella	VFC	S004554	5	02/14/2021	

Inventory Running Low		
Vaccine	Funding Source	QOH

Order Notifications				
Order Number	Submit Date	Approval Date	Order Status	
5479	09/04/2009	09/08/2009	APPROVED	
7001	10/08/2009	10/08/2009	APPROVED	
9730	12/03/2009	12/03/2009	APPROVED	

4. The screen displays:
 - ❖ Inventory that is about to expire or is expired
 - ❖ Inventory that is running low
 - ❖ Order notifications. You can click on the **Order Number** to view the order.

Create/View Orders:

This screen allows you to create and view orders. You can also transfer orders from this screen.

1. Click the **Orders/Transfers** blue tab.
2. Click **Create/View Orders**.
3. You are taken to the **Current Order/Transfer List** screen.

Current Order/Transfer List							
Inbound Orders							
Select	Order Number	PIN	Submit Date	Approval Date	Status		
-->	231686	209000	12/14/2020	12/15/2020	Approved		
-->	231706	209000	12/14/2020	12/15/2020	Approved		
Backordered Orders							
Select	Order Number	PIN	Submit Date	Backorder Date			
Denied Orders							
Select	Order Number	PIN	Submit Date	Denial Date			
Inbound Transfers							
Select	Transfer Number	PIN	Submit Date	Sending Organization/Facility		Status	
Outbound Transfers							
Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility		Status	
Rejected Transfers							
Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Reject Date	Rejected By	Status

4. Each row will display information related to Inbound, Backordered, Denied Orders, as well as Inbound, Outbound and Rejected Transfers.



Accept an Inbound Order:

1. Click the **Orders/Transfers** blue tab.
2. Click **Create/View Orders**.
3. You are taken to the **Current Order/Transfer List** screen.

Current Order/Transfer List						
Inbound Orders						
Select	Order Number	PIN	Submit Date	Approval Date	Order Status	Order Type
-->	193006	200000	07/15/2020	07/23/2020	Approved	Shipped
-->	52717	200000	08/23/2016	08/23/2016	Shipped	

4. Click the arrow beside the Inbound Order to accept. -->
- NOTE: The **Status** of the order must be **Approved**.
5. You are taken to the **Receive Order** screen.

Receive Order

Organization: [] First Name: []
 Facility: KA Middle Name: []
 Phone Num1: [] Last Name: []
 Phone Exter: [] Address: []
 Email: ASHI CHARLEST
 Order Numb: [] Instruction: []
 PIN: 200000 Order Statu: []
 Order Date: [] Approver: []
 Submitter: []
 Receiver: TI
 Original Order#: 193006
 Comments: []
 Order Set / Order Type: LHD-ADULT / Distributor

Order Details

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for Rejecting
30	[]	[]	zoster live	317	--select--	[]	[]	--select--

Tracking # []

Cancel Receive

6. Enter the **Receipt Quantity**, **Manufacturer**, **Lot Number** and **Expirations Date** for the vaccine.
7. If you are rejecting the order, enter the **Rejected Quantity** and **Reason for Rejecting**.
8. Click **Receive**.

Accept an Inbound Transfer:

1. Click the **Orders/Transfers** blue tab.
2. Click **Create/View Orders**.
3. You are taken to the **Current Order/Transfer List** screen.

4. Click the arrow beside the **Inbound Transfer**. -->
5. You are taken to the **Receive Transfer** screen.

Receive Transfer

Transfer Number: 18040
 Submit Date: 05/12/2020
 Submitter: SANDIE DAVIS (SDAVIS3)
 Approval Date: 05/12/2020
 Approver: MELISSA FERRELL (FERRELLM1)
 Receiver: TIFFANY KOTALIC (TKOTALIC1)

Transfer Details

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason	Inventory Action	Reason for Rejecting
20	[]	[]	zoster recombinant	PUB	SKB	HG4P3	07/13/2020		Creating a New Lot	--select--

Cancel Receive

6. Enter the amount of vaccine received in the **Receipt Quantity** box.
7. Click **Receive**.
8. The vaccines are now entered into your inventory.



You can choose to create a new order, create a transfer or return a vaccine.

Create an Order:

1. Click **Create Order**.

NOTE: if you try to create an order without reconciling first, you will be directed to the Reconcile Inventory screen to complete your reconciliation.

NOTE: When ordering vaccines, you must order by the number of doses being requested. For example, if a vile contains 6 doses, you must enter '6' in the Order Quantity field.

2. You are taken to the **Create Order** screen.

Create Order

Organization: [blurred] First Name: [blurred]
 Facility: KAN [blurred] Middle Name: [blurred]
 Phone Number: [blurred] Last Name: [blurred]
 Phone Extension: [blurred] Address: [blurred]
 Email: [blurred] City: [blurred]
 State: [blurred]
 Zip: [blurred]

Monday: 09:00 17:00 Tuesday: 09:00 17:00
 Wednesday: 09:00 17:00 Thursday: 09:00 17:00
 Friday: 09:00 17:00

PIN: 200000 Instructions: [text field]
 Order Date: 03/12/2021 Order Status: In Progress
 Submitter: [text field]
 Comments: [text field]

Inventory Last Submitted: 03/05/2021
 Last Order Submitted: 03/05/2021 01:16:22 PM
 Order Set: --select--
 Order Frequency: Monthly Order Timing:
 Order Schedule:

Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Order Quantity	Urgent	Priority Reason	Comments
COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose	COV-19 (Moderna); MDV10; 10-pack	PAN	0	0	[input]	<input type="checkbox"/>	--select--	[text field]

3. Ensure the Organization and contact information is correct.
4. Enter the begin time and end time for each day you can receive shipments.
5. Enter any special instructions in the **Instructions** field. For example, bring shipments to the back door.
6. Choose the vaccine to order from the **Order Set** drop down box.
7. The vaccine will appear in the **Order Details** table.

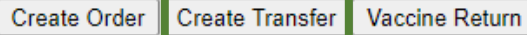
Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Order Quantity	Urgent	Priority Reason	Comments
COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose	COV-19 (Moderna); MDV10; 10-pack	PAN	0	0	[input]	<input type="checkbox"/>	--select--	[text field]

8. Enter the **Order Quantity**.
9. Select the checkbox if it's **Urgent**.
10. Select the **Priority Reason**.
11. You can choose to **Save Order** to submit it at a later time or choose **Submit Order**.



Create a Transfer:

You can transfer vaccines between sites within West Virginia.



1. Click **Create Transfer**.
2. You are taken to the **Create Transfer** and **Transfer Details** screen.


Create Transfer						
Sending Organization		[Redacted]				
Sending Facility		[Redacted]				
Submitter		[Redacted]				
Receiving Organization		[Redacted]				
Receiving Facility		---select---				
Transfer Details						
Transfer Quantity	Vaccine	Funding Source	Lot Number	Quantity Available	Expiration Date	Transfer Reason
	DTaP	PUB	49TM3	9	05/28/2022	
	DTaP	PRVT	J947T	8	05/30/2021	
	DTaP-Hep B-IPV	PRVT	2AJ32	10	09/02/2022	
	DTaP-Hep B-IPV	PUB	2KD4D	10	05/08/2022	
	DTaP-Hep B-IPV	PUB	47CX9	10	05/29/2022	
	DTaP-Hep B-IPV	PRVT	53HA4	9	03/26/2021	
	DTaP-Hep B-IPV	PUB	74FN7	2	03/01/2021	
	DTaP-Hib-IPV	PUB	UJ220AAA	3	06/01/2021	

3. Select the **Receiving Organization**.
4. Find the vaccine to transfer from the list in the **Transfer Details** below.
5. Enter the **Transfer Quantity**.
6. Enter the **Transfer Reason**.
7. Click **Create Transfer**.
8. This will now display in the **Outbound Transfers** row in the **Current Order/Transfer List** screen.

Rejecting and Returning an Order:

To reject an order or transfer, you must follow the instructions below and complete the **Return Vaccine Form**. The form and instructions are located in the Appendix of this document.

Reject an Inbound Transfer:

1. Click the **Orders/Transfers** blue tab.
2. Click **Create/View Orders**.
3. You are taken to the **Current Order/Transfer List** screen.
4. Click the arrow beside the **Inbound Transfer**. 
5. You are taken to the **Receive Transfer** screen.

Receive Transfer										
Transfer Number		18040								
Submit Date		05/12/2020								
Submitter		SANDIE DAVIS (SDAVIS3)								
Approval Date		05/12/2020								
Approver		MELISSA FERRELL (FERRELLMJ1)								
Receiver		TIFFANY KOTALIC (TKOTALIC1)								
Transfer Details										
Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason	Inventory Action	Reason for Rejecting
20			zoster recombinant	PUB	SKB	HG4P3	07/13/2020		Creating New Lo	--select--

6. Enter the amount of vaccine rejected in the **Rejected Quantity** box.
7. Enter a **Reason for rejecting**.
8. Click **Receive**.
9. The rejected transfers will display in the sending facilities **Rejected Transfers**.



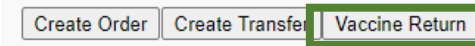
View Rejected Transfers:

1. Click the **Orders/Transfers** blue tab.
2. Click **Create/View Orders**.
3. You are taken to the **Current Order/Transfer List** screen.
4. Click the arrow beside the **Rejected Transfers**. -->
5. You are taken to the **Transfer Detail** screen.
6. View the details of the rejected vaccines.

Return a Vaccine:

You can return a vaccine if the vaccine is:

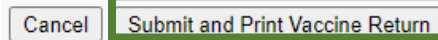
- Spoiled or expired in its original vial or manufacturer prefilled syringe.
- Unused manufacturer pre-filled syringes with an NDC printed on them.



1. Click **Vaccine Return**.
2. You are taken to the **Vaccine Return** screen.

Return Quantity	Wasted Quantity	Vaccine	Funding Source	Lot Number	Usable Quantity Available	Expiration Date	Return Reason	Wastage Cost	Option
3		DT (pediatric)	PUB	C479AAA	0	08/21/2017	Expired	\$106.25	Remove
1		DT (pediatric)	PUB	C4947AA	0	03/05/2018	Expired	\$35.42	Remove
1		DT (pediatric)	PUB	C5116AA	0	01/05/2019	Expired	\$35.42	Remove
1		DT (pediatric)	PUB	C5511AA	0	08/30/2020	Expired	\$35.42	Remove
27		DTaP	PUB	HN2R2	0	04/07/2018	Expired	\$517.40	Remove
28		DTaP	PUR	VEV10	0	11/18/2017	Expired	\$536.66	Remove

3. Enter the **Return Quantity**.
4. Click **Remove**.
5. Click **Submit and Print Vaccine Return**.



Search History:

To view all orders and transfers, use the search history of menu item.

1. Click the **Orders/Transfers** blue tab.
2. Click **Search History**.
3. You are taken to the **Search History** screen.

The Search History screen includes the following fields and options:

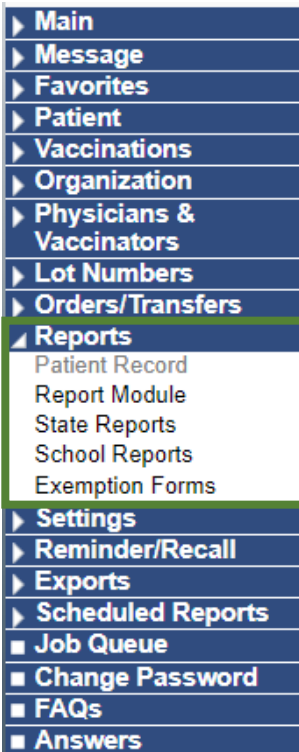
- Navigation: Orders (selected), Transfers, Returns, Wastage
- Filters: PIN, Submit Date, Receipt Date, Approval Date, Denial Date (each with From/Through date pickers)
- Vaccine: List of vaccine names including (NEW)ADACEL/PMC/5 X 1 DOSE SYRINGE, (NEW)ADACEL/PMC/5 X 1 DOSE SYRINGE, (New)PNEUMOVAX 23, (New)PNEUMOVAX 23, ACTHIB/PMC 5 x 1 DOSE VIAL, ADACEL/PMC/5 X 1 DOSE SYRINGE, ADACEL/PMC/5 X 1 DOSE SYRINGE, ADACEL/PMC/10 X 1 DOSE VIAL, ADACEL/PMC/10 X 1 DOSE VIAL, AFLURIA (ADULT) MDV 10-DOSE VIAL
- Lot Number: Text input field
- Order Status: --select-- dropdown
- Order Number: Text input field
- Include deleted orders:
- Buttons: Clear, Export Report, Search

4. Select the **Order, Transfer, Returns, or Wastage** button to filter your results.
5. Enter the **Submit Date, Receipt Date, Approval Date, or Denial Date**.
6. Enter any additional fields to minimize your search results.
7. Click **Search**.
8. To print the results click **Export Report**.



Reports

You can access a patient's report, state reports and school reports. These reports will contain information related to your facility. You also have the ability to print a blank form of a report. In the **Report Module** tab, you will see reports for vaccinations, registration, and vaccine management. To find the reports, follow the instructions below.



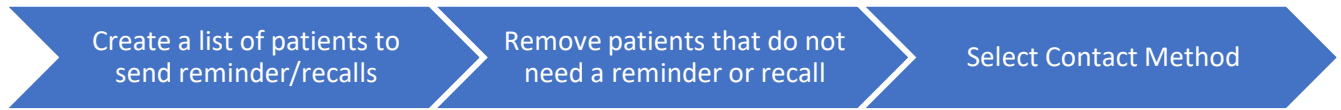
1. Log into **WVSIS**.
2. On the menu bar, click the **Reports** blue tab.
3. Select a report to view.
 - ❖ To enable the **Patient Report**, you must search for a patient first.
 - ❖ The reports in the **Reports Module**, will allow you to set filters to narrow your results.
 - ❖ In **State Reports** and **School Reports**, you can set perimeters to filter a report.
 - ❖ In **State Reports**, you will see blank forms that are printable.
 - ❖ **Exemption Forms** allows you to request an exemption for a patient. You can view the forms and approval or denial notices.



Reminder or Recalls

To notify patients about upcoming or past due vaccinations, you will send a reminder or recall. Only the patients you are associated with will be included in the reminder or recall results. You can set filters for reminder or recalls generating notifications to a specific group of patients.

There are three steps to create a reminder or recall:



Follow the steps below to create reminders or recalls for your patients.

- ▶ Main
- ▶ Message
- ▶ Favorites
- ▶ Patient
- ▶ Vaccinations
- ▶ Organization
- ▶ Physicians & Vaccinators
- ▶ Lot Numbers
- ▶ Orders/Transfers
- ▶ Reports
- ▶ Settings
- ▶ **Reminder/Recall**
 - Reminder/Recall
 - Run Templates
 - Create Templates
 - Manage Cohort
- ▶ Exports
- ▶ Scheduled Reports
- Job Queue
- Change Password
- FAQs
- Answers

1. Log into **WVSIIS**.
2. On the menu bar, click the **Reminder/Recall** blue tab.
3. Click **Reminder/Recall**.
4. You are taken to the **Reminder/Recall** screen.
5. Enter the perimeters for the notification.
6. You can click the green **Advanced** button to add additional perimeters.
7. Once all perimeters are entered, click **Generate Patient List**.

How do you want to run this Reminder/Recall?

Include Inactive Patients (Excluding deceased)

Due Date Timeframe:

State Level Status:

County Level Status:

County / Parish:

Who do you want to Contact?

Patient Location:

Patient Age Range

Patient Birth Date

Patient Gender

Exclude patients who were sent a notification in the last:
 Days Weeks Months Years

Advanced



Which vaccines would you like to include?

FLU

Vaccine Group	FLU Number of doses in this series
FLU	1

I only want to see my patients who are:

- Due for all selected vaccines
- One dose away
- One visit to complete the series

- The second step is to select perimeters to remove patients from your reminder/recall list.
- Once perimeters are entered, if any, you can **Export Patient List** or **Submit**.
 - ❖ **Export Patient List** will place your list in an excel spreadsheet.
 - ❖ **Submit** will take you to a screen to select a contact method for your patients.

What patients do you want to add to your recall group?

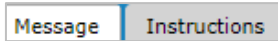
Remove Patients who don't have an available
 Name Phone Address Email

Remove Patients who have received more than notifications.

Last	First	Age	Vaccines Due	Available Contact Methods	R/R Attempts	Reason for Inactivation
<input checked="" type="checkbox"/>	▲	◆	◆	◆	◆	
No data available in table Showing 0 to 0 of 0 entries						
						PreviousNext ▶












NOTE: Click on your choice of patient communication, you will see tabs providing instructions for each function.



10. The third step is to choose the contact method for your patients.



 Generate A Patient List	<p>Generate a Patient List – will display the reminder recall criteria, total patients from the criteria you selected, and a list of vaccines due for the patient. Click Run to create the list.</p>
 Print Letters	<p>Print Letters – a pop-up will appear with your facility address and a message default template. You also have the option to create a custom message. Once the message is complete, click Run.</p>
 Generate Auto-Dialer Content	<p>Generate Auto-Dialer Content – will generate a phone list. Follow these steps to create the phone list:</p> <ol style="list-style-type: none"> 1. Click Run to generate the HTML file. 2. Highlight all the lines in the file. 3. Copy and Paste the file in a text document. 4. Save the document in the directory. 5. Follow the external AutoDialer instructions.
 Generate Mail-Merge	<p>Generate Mail Merge – Follow these instructions to complete the mail merge:</p> <ol style="list-style-type: none"> 1. Click Run to generate a text document. 2. Save the document in the same location as the Mail Merge form. The Mail Merge form is located under Mailings heading in Microsoft Word. 3. Open the appropriate letter. 4. Follow the instructions for mail merge in Microsoft Word.
 Create Custom Post Cards  Create Avery 8387 Postcards	<p>Create Custom Post Cards and Create Avery 8387 Postcards – this is similar to the print letters function; you can use a default message or create a custom message. Once the message is complete, click Run.</p>
 Print Labels	<p>Print Labels – you can print labels for patients' letters. Click Run to create the labels.</p>
 Save As a Patient Group (Cohort)	<p>Save as Patient Group (Cohort) – create a group name for these patients. Once the name is entered, click Run.</p>
 Send Email	<p>Send Email – similar to the letter functions, you can use a default message or create a custom message. Once the message is complete, click Run.</p>



Additional Functions

These additional functions can be found in the menu bar on the left side of the screen. These additional functions were not discussed above.

▶ Main
▶ Message
▶ Favorites
▶ Patient
▶ Vaccinations
▶ Organization
▶ Physicians & Vaccinators
▶ Lot Numbers
▶ Orders/Transfers
▶ Reports
▶ Settings
▶ Reminder/Recall
▶ Exports
▶ Scheduled Reports
■ Job Queue
■ Change Password
■ FAQs
■ Answers

Main	<p>Home – is the main landing page when you log in to WVSIIIS.</p> <p>Select Organization – you can select an organization to view their WVSIIIS application. You will only see organizations you are associated with.</p> <p>Select Facility – you can select a facility to view their WVSIIIS application. You will only see facilities you are associated with.</p> <p>Select PIN – choose your PIN to proceed.</p> <p>Document Center – provides you a list of documents that will help you with WVSIIIS.</p> <p>Help – provides documents that will help with WVSIIIS.</p>
Message	<p>Create Message – you can create a message to send to one or multiple organizations or facilities. Depending on your access, you may not be able to create a message.</p> <p>View Messages – you can view incoming messages from other providers. All users have access to view messages.</p>
Favorites	<p>Add/Edit Favorites – will allow you to choose screens you utilize frequently. The screens you choose will be added to the Add/Favorites menu bar item.</p>
Patient	<p>Remote Registry – allows you to view immunization registries you are associated with.</p> <p>Manage Population – allows you to search for patients in your organization or that you vaccinated. You can set filters to view groups of patients.</p>



Vaccinations

Forecast – allows you to see a patient’s vaccine forecast. You will see vaccines that are:

- ❖ Recommendations
- ❖ Due now
- ❖ Past due
- ❖ Not yet due
- ❖ Optional

Summary – displays a summary of the patient’s vaccinations.

Organization

Search/Add – you can search or add an organization.

Search Results – displays the results for an organizational search.

Detail – provides details related to the Organization you are logged into.

Group Management – allows you to create groups. Creating a group will allow you to add members to your organization.

Physicians & Vaccinators

Detail – provides details related to a physician or vaccinator search.

Settings

Personal – you can view your personal settings established with your enrollment. You can set patient defaults, vaccination defaults, anatomical injection site defaults, vaccine default volume, or user preferences.

Forecast – you can set vaccine groups to monitor. You can see the groups in the Action Reports.

Reminder/Recall

Run Templates – you can create and save templates. When you are ready to send the recalls, you can use an already created template.

Create Templates – you can create reminder or recall templates to use at a later date.

Manage Cohort – displays the cohorts you create while creating reminder or recalls.

Exports

DTT – Desktop Tracker – you may filter criteria and create a file to export related to your patients.

Agg Reporting – displays the users WVSIS activity.

Scheduled Reports

Received Reports –

Job Queue

Job Queue – displays current activities working in the system.

Change Password

Change Password – allows you to change your password.

FAQs

FAQs – contains questions and answers to frequently asked questions.

Answers

Answers – contains contact information to assist you with WVSIS.



Appendix

New User Enrollment Form

WVSIS Provider Enrollment Form

Vaccine Return Instructions

Return Vaccine Form

Vaccine Wastage Report



New User Enrollment Form

If you have any questions, please call the Help Desk at 877-408-8930 (Toll Free) or 304-356-4047 (Local).

Each user must complete this form and e-mail it to:

E-Mail: WVSIISFORMS@wv.gov

Facility Name	
Facility Address	Point of Contact Phone Number
Facility County, City, State, & Zip	Facility Fax Number
Facility Mailing Address (if different from above)	
By signing this form, I agree to comply with all privacy and confidentiality rules and state laws set forth in the Provider Agreement.	
Name (Print)	Credentials
Signature	
Work Email Address	
WVSIIS Access Level (Check One): <input type="checkbox"/> Facility View <input type="checkbox"/> Facility Client (update information) <input type="checkbox"/> Organization View <input type="checkbox"/> Organization Client (update information)	Permissions Needed: <input type="checkbox"/> Lot # Management Access <input type="checkbox"/> Physician Administration <input type="checkbox"/> Provider Ordering <input type="checkbox"/> Run Reminder/Recall <input type="checkbox"/> Mass Immunizations <input type="checkbox"/> Run Registry Reports <input type="checkbox"/> PHC-Hub Access (EMR Required)
Type of organization (Check One) <input type="checkbox"/> Federally Qualified Health Center (FQHC) <input type="checkbox"/> Hospital <input type="checkbox"/> Local Health Department <input type="checkbox"/> OB/GYN <input type="checkbox"/> Pharmacy <input type="checkbox"/> Private Health <input type="checkbox"/> School Other _____	

To be completed by WVSIIS: Username assigned _____



West Virginia Department of Health and Human Resources

**PROVIDER AGREEMENT FORM FOR PARTICIPATING
IN THE WEST VIRGINIA STATEWIDE IMMUNIZATION
INFORMATION SYSTEM**

The West Virginia Department of Health and Human Resources, Office of Epidemiology and Prevention Services has developed a statewide computer-based immunization registry and tracking system in accordance with W. Va. Code § 16-3-5(d). Sharing of immunization records via the computer is compatible with the W. Va. Reportable Diseases Events and Conditions legislative rule, 64CSR7.

Patient or provider specific information is only available to the authorized participating immunization providers, and non-immunization providers (e.g., schools, insurers), and the West Virginia Statewide Immunization Information System (WVSIIS). The registry is one tool that is available for participating providers to help them assess their patients' immunization status. It is not intended to be the patient's official medical record although an official immunization record can be printed from WVSIIS. WVSIIS data will not be used to evaluate a provider's care although it will be used to assess vaccine coverage rates.

As a condition of participating in the WVSIIS, I/We

Name: _____
(Print Name of Provider/Hospital/Clinic/Vendor)

Address: _____

City: _____ ZIP: _____

Phone: _____ FAX: _____

agree to do the following:

1. Use the WVSIIS for patient registration and immunization information for all patients.
2. Only access the system when needed to provide health care for our patient(s).
3. Immunization information shall be confidential: Provided, information may be shared with any provider providing health care for any patient included in the system (64CSR7-14.1). I/We understand that any participating provider can view and update information in the system for patients under their care.
4. Enter accurate and timely data.
5. Safeguard our user ID and password against unauthorized use.

Signature of Provider or Representative

Date

For office use only:

Date Received

Received By

IRMS Number

WVDHHR Division of Information Services
Immunization Services – WVSIIS
350 Capitol St., Room 125
Charleston, WV 25301-3715

Please retain a copy for your files

WVSIIS-UAGR-OCT-2012



Return Vaccine Form (RVF) Instructions

The Return Vaccine Form is to be completed when your office has either wasted or expired vaccines. Complete the form by using the following instructions:

- 1) **DATE:** List the date you are completing the RVF
- 2) **PIN NUMBER:** Make sure you indicate your PIN number
- 3) **PHONE:** Please list your phone number or direct line if available
- 4) **FAX:** Please indicate your office fax number
- 5) **CONTACT PERSON:** Please indicate the person we need to speak with regarding the expired vaccine.
- 6) **RETURN CODE REASON:** Please use one of these codes in the chart on the RVF. Then complete the remaining sections of the chart. You need to list the vaccines, doses, manufacturer, lot number, and expiration date. If you use return code 9, you will need to explain the reason for return in the box above the chart.
- 7) Please review the following page regarding "What Not to Return to McKesson" before returning any vaccine.
- 8) Fax a copy of this form to the Immunization Program immediately 1-304-957-7591.
- 9) Include a copy of this form with the vaccine you returning to McKesson
** You must dispose of your own private stock vaccine **
- 10)Keep a copy of the RVF for your records
- 11)If you have questions about completing this form call the VFC program at (304) 558-2188 or 1-800-642-3634



NONVIABLE VACCINE RETURNS

What **NOT** to Return to McKesson

The following items should **NEVER** be returned to McKesson:



- Used syringes, with or without needles
- Broken vials
- Wasted products such as a syringe that was drawn up but not used
- Any multidose vial from which some doses have been withdrawn
- IG, HBIG, PPD
- Diluent (expired or not expired); or
- Private-purchased vaccine.

The items listed above should be disposed of according to usual medical biosafety procedures, and according to your immunization program's procedures.

What Should **be** Returned to McKesson

The following items should be returned to McKesson:

- Spoiled or expired product in its original vial or manufacturer prefilled syringe.
- Unused manufacturer pre-filled syringes with an NDC printed on them.

Federal excise tax (FET) credits can only be processed for unopened vials and for unopened manufacturer pre-filled syringes. Returns of product other than these are not eligible for FET credit.

REMINDER: You must contact your VFC program office before returning any vaccines to McKesson Specialty Distribution.



Return Vaccine Form

West Virginia Division of Immunization Services

Phone: (800) 642-3634 Fax: 1- 304-957-7591

Date: _____

Pin Number: _____

Provider Name: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Return Reason Codes:

- 1. Expired
- 2. Natural Disaster/power outage
- 3. Refrigerator temperature too warm
- 4. Refrigerator temperature too cold
- 5. Failure to store properly upon receipt
- 6. Vaccine spoiled in transit
- 7. Mechanical Failure
- 8. Spoiled
- 9. Other *Required Vaccine Information*

Explanation of 9 - Other, if applicable

PLEASE PRINT CLEARLY

Return Code	Vaccine	Doses	Manufacturer	Lot #	Syringe or Vial	Expiration Date

Return only State-Supplied Vaccines

You must dispose of your private stock yourself. Fax a copy of this form to the Division of Immunization Services at 1-304-957-7591. McKesson recommends that you keep one or two empty shipping boxes for expired vaccine returns. Please recycle any additional boxes that you receive.



COVID-19 Vaccine Wastage Report Form
 West Virginia Division of Immunization Services
 Phone: (800) 642-3634

Date: _____ Pin Number: _____

Provider Name: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Wastage Reason Codes:

1. Pfizer vial provided 5 doses or fewer
2. Expired
3. Natural Disaster/power outage
4. Refrigerator temperature too warm
5. Refrigerator temperature too cold
6. Failure to store properly upon receipt
7. Vaccine spoiled in transit
8. Mechanical Failure
9. Spoiled
10. Other

Explanation of 10 - Other, if applicable

PLEASE PRINT CLEARLY

Wastage Code	Doses	Manufacturer	Lot #	Expiration Date

Please email the completed copy of this form to COVIDVaccinationprog@wv.gov Providers are responsible for disposing of vaccines in accordance with West Virginia Infectious Medical Waste Rule 64CSR56